AZ CSP FY 2013-15

Awarded School GME Training

March 30, 2012

AZ CSP Time Line

- The new AZ CSP Project Year begins April 1 of each calendar year.

- Your AZ CSP Project Year ends on March 31 of each calendar year.

AZ CSP Time Line

- Now that your application has been approved, you will submit your April 2013 funding request through the Special Request process.

- Email your special request for funds to Sheri.Partridge@azed.gov.

- It will take about two weeks to process your request.

AZ CSP Time Line

- To make sure your May and June payments are distributed in a timely manner, submit Special Request for payment to Sheri by the 18th of the previous month, identical to the Cash Management timeline.

- Submit your July request through the regular Cash Management System.

AZ CSP Time Line

- Important reminder: Cash Management works on a July 1 – June 30 calendar. Do not submit your April request through Cash Management. The system will not recognize you.

AZ CSP Amendments

- You must submit an amendment whenever there is a fiscal or programmatic change to an approved grant/project.

- This includes requests that alter line item allocations, budgetary changes or description change of a line item.

- Amendments can be submitted no later than 90 days prior to the project end date.

AZ CSP Completion Report

- A Completion Report (CR) is a report of actual expenditures for all grants/projects.
- Submission is required for all grants/projects.
- Due within 90 days after grant/project end date.
- If a CR is not received within 90 days after the project end date, further payments on the current-year project will be suspended until the report is submitted.
- The CR is the final CM (Cash Management) report.

Monitoring

- Monitoring Site Visits

- AZ CSP staff conducts onsite visits up to four times each project year to monitor charter schools receiving AZ CSP grants. The purpose of each site visit is to determine how well the sub-grantee is meeting requirements and guidelines of the grant (***SEA Monitoring Indicator 2.5 Subgrantee Monitoring: The SEA monitors subgrantee projects to assure approved grant and subgrant objectives are being achieved.). Visits will focus on the following areas:***
  - 1. Operations
  - 2. Educational Program, including school quality
  - 3. Governance

Monitoring

- **Documentation Checklist:**
- Please assemble the following documentation for review at the time of the site visit:
  - Documentation of all purchases and receipts, identified as Planning and/or Implementation, using AZ CSP funds
  - Adopted By-Laws, Policies and Procedures including Lottery provisions
  - Inventory Report as required by 34 CFR Part 74*
  - Financial reports provided to the Governing Body
  - Governing Body Agendas and Minutes
  - Written curriculum, scope and sequence, curriculum map
  - Assessment Plan, including diagnostic and benchmark assessments
  - Evidence of assessment data analysis
  - Evidence of professional development that supports effective implementation of the curriculum
  - Teacher evaluation instrument; school leader evaluation instrument; completed evaluations

RESOURCES

- Mark Francis, Deputy Associate Superintendent, Arizona Charter Schools program (AZ CSP)
  E-mail: mark.francis@azed.gov
  Phone:602-542-3470

- Sheri Partridge, AZ CSP Project Specialist II
  E-mail: sheri.partridge@azed.gov
  Phone: 602-364-1909

- AZ Charter Schools Program Webpage
  www.ade.az.gov/AZ CSP

- Grants Management Enterprise-Glossary
  https://intranet.ade.az.gov/GME_Intranet/glossary.asp

- Grants Management FAQ
  https://intranet.ade.az.gov/GME_Intranet/maingmfaq.asp

- Grants Management Handbook
  http://www.azed.gov/hr-payroll/external-guidelines/grants-management

RESOURCES (cont.)

- ESEA Charter School Program (ESEA) legislation
  http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html

- Education Department General Administrative Regulations (EDGAR) Title 34, Code of Federal Regulations (CFR), Part 80
  http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html

- **Charter Schools Program, Title V, Part B of the ESEA, Nonregulatory Guidance April 2011**
  http://www.azed.gov/charter-school-program/files/2011/09/2011edcspnonregulatory-guidance.pdf